

DEPARTMENT OF DEFENSE  
HEADQUARTERS UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND  
2500 GREEN BAY ROAD, NORTH CHICAGO, IL 60064-3094

USMEPCOM Regulation  
No. 611-3

9 August 1990

**Personnel Selection and Classification  
TESTING QUALITY ASSURANCE PROGRAM**

**Summary.** This regulation prescribes policies and procedures relative to the daily operations of the Armed Services Vocational Aptitude Battery (ASVAB) Quality Assurance Program.

**Applicability.** This regulation is applicable to all activities of the United States Military Entrance Processing Command (USMEPCOM) and provides procedural guidance and administrative information to the recruiting service.

**Impact on New Manning Systems.** This regulation does not contain information that affects the New Manning System.

**Supplementation.** Supplementation of this regulation and establishment of forms other than USMEPCOM forms is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MEPCT-P, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by HQ USMEPCOM, Director, Personnel and Administration Directorate. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is HQ USMEPCOM, ATTN : MEPCT-P. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MEPCT-P.

**Internal control systems.** This regulation is subject to the requirements of Army Regulation (AR) 11-2, and contains internal control provisions. Internal Control Review (ICR) Checklists are available in DA Cir 11-89-1, Internal Control Checklists, 15 May 1989.

Contents

Chapter 1	Paragraph	Page
<b>General</b>		
Purpose	1-1	1-1
References	1-2	1-1
Explanation of terms	1-3	1-1
Responsibilities	1-4	1-1
Policy	1-5	1-1

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\*This regulation supersedes USMEPCOM Regulation 611-3, 23 May 1986.

	Paragraph	Page
<b>Chapter 2</b>		
<b>Confirmation Retest Program</b>		
Retest gain score screening procedures	2-1	2-1
Administration procedures for confirmation retest	2-2	2-1
Scoring the confirmation retest	2-3	2-2
Automated confirmation retest reporting procedures	2-4	2-3
Administration procedures for the confirmation Interview	2-5	2-4
Manual and automated reporting procedures for confirmation interviews	2-6	2-4
<b>Chapter 3</b>		
<b>Difference Armed Forces Qualification Test (DAFQT) Program</b>		
Explanation and purpose of DAFQT on the Automated Test Scoring Results Roster	3-1	3-1
<b>Chapter 4</b>		
<b>Administration Procedures for Photographic Identification/Thumbprinting Program</b>		
Photo ID/thumbprinting procedures	4-1	4-1
Failure to comply with thumbprinting procedures	4-2	4-2
Equipment failure/administrative oversight	4-3	4-2
Thumbprinting equipment	4-4	4-2
<b>Appendixes</b>		
A. References		A-1
B. Confirmation Test Sample Scenarios		B-1
<b>Glossary</b>		Glossary 1

## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation establishes operational procedures to identify irregularities in retest patterns on the ASVAB.

a. It establishes screening methods to identify gains in scores between tests and authorizes follow-up procedures for administration of a confirmation retest to determine if the gain in score was explainable.

b. It establishes pass/fail criteria on a confirmation retest.

c. It authorizes follow-up procedures for administration of a confirmation interview.

d. It establishes administration procedures for the Photographic Identification and Thumbprinting Program, hereafter referred to as Photo ID/Thumbprint.

#### **1-2. References**

Required and related references are at appendix A.

#### **1-3. Explanation of terms**

Abbreviations and terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

The Director, Testing has USMEPCOM staff responsibility for the management of the Testing Quality Assurance Program.

#### **1-5. Policy**

It is Department of Defense (DOD) policy to identify those instances where applicants for military service attempt to earn qualifying scores that may not represent their true scores, and to do so through the Confirmation Retest Program, the Photo ID/Thumbprint Program, Difference Armed Forces Qualification Test (DAFQT) monitoring procedures, and the Signature Verification Program. This regulation sets forth uniform procedures for the operational implementation of the first three of these programs and defines general retest procedures provided by Joint Services Regulation, AR 601-270/OPNAVINST 1100.4/MCO P1100.75A/AFR 33-7, and USMEPCOM Regulation 611-1. The Signature Verification Program is governed by USMEPCOM Regulation 680-1.

## **Chapter 2**

### **Confirmation Retest Program**

#### **2-1. Retest gain score screening procedures**

The following procedures apply to all applicants who are administered retests on any form of the ASVAB within 6 months of their previous test.

a. Compute the gain score by subtracting the applicant's previous Armed Forces Qualification Test (AFQT) percentile score as recorded on USMEPCOM PCN 714ADP-A, from the retest AFQT percentile score as recorded on the USMEPCOM PCN ZHM088. This score is used to identify applicants whose retest AFQT is higher than expected given the applicant's score from his/her previous AFQT. Note that retest gain score screening procedures also apply to gain scores obtained between student tests and production tests.

b. If the applicant's gain score falls at or above the critical value of +20 percentile points then:

(1) The applicant's retest scores will be flagged for a confirmation test. Identify on the USMEPCOM PCN ZHM088 those applicants who have obtained critical gains.

(2) Enter these scores into the Military Entrance Processing Reporting System (MEPRS) using an Aptitude Work Load Reporting Key (APT WRK) "B600" and Status Code "H" to indicate that these scores are invalid for enlistment processing, and that a confirmation retest is required.

(3) When the MEPS Testing Management Section receives the batch print of USMEPCOM PCN 714ADP-As, the APT WRK and Status Code should be reviewed and all copies of those with "B600H" will be annotated as follows:

ASVAB SCORES NOT VALID FOR ENLISTMENT

CONFIRMATION RETEST REQUIRED IN THE MEPS

#### **2-2. Administration procedures for the confirmation retest**

The annotated ASVAB retest results described in chapter 2 above will be the means of notifying the responsible Service liaison office that an applicant's ASVAB retest scores are invalid for enlistment, and that a confirmation retest is required.

a. The Service liaison office will be responsible for advising the applicant's recruiter that a confirmation retest is required and that no further processing is authorized until the confirmation retest is completed or until 6 months have elapsed from the date of the applicant's retest, at which time the applicant may voluntarily retest or use his or her current score of record (normally this will be the initial ASVAB taken).

b. The recruiter and/or Service liaison office will also be responsible for requesting and scheduling the applicant to take the confirmation retest. He/she will schedule the applicant in accordance with the following procedures:

(1) Provide the applicant's complete and accurate testing history on USMEPCOM Form 714-A (Request For Examination), and check the "confirmation" block in item 14. Be sure to record the versions and forms of the applicant's latest 2 ASVAB tests.

(2) Confirmation retests will be administered only at the Military Entrance Processing Station (MEPS), and are not authorized for administration at a Mobile Examining Team (MET) site.

c. The test booklet used for a confirmation retest will be selected from any of the current versions of the production ASVAB that are different from the previous versions administered to the applicant (i.e., the ASVAB version used for the confirmation retest should be different from the applicant's retest version and different from the ASVAB version used previous to the retest).

(1) The test administrator will check the USMEPCOM Form 714-A against the USMEPCOM PCN 714ADP-A to ensure that the previous test versions entered on USMEPCOM Form 714-A are correct. No applicant will be allowed to take a confirmation retest until the two previous versions (i.e., the retest with the critical gain and the prior ASVAB version) have been verified by the test administrator using the USMEPCOM PCN 714ADP-A.

(2) Note that once an applicant has completed a confirmation retest and a successful confirmation interview, if required, the confirmation retest score becomes the score of record.

### **2-3. Scoring the Confirmation Retest**

When an applicant is flagged for confirmation retesting, his/her subtest scores from the last retest are invalid for further processing.

a. Applicants who refuse to return for the confirmation retest will be prohibited from any further processing until the confirmation retest has been completed or until 6 months have elapsed from the retest date, at which time the applicant may voluntarily retest or use his or her current score of record (normally the initial ASVAB test taken).

b. When the applicant completes a confirmation retest, his/her subtest scores are combined to produce a new AFQT percentile score and are used to recompute new service classification composite scores. If the applicant's confirmation test AFQT percentile score is higher than the previous retest AFQT percentile score, or does not decrease by more than half the value of the critical gain, then the applicant has met all required criteria for a successful confirmation retest. The applicant may resume processing if otherwise qualified and the confirmation retest scores become the scores of record.

c. If the applicant's confirmation retest AFQT percentile score exhibits a gain reversal (i.e., the confirmation retest AFQT is lower than his/her previous retest AFQT percentile, and the decrease is greater than half the value of his/her critical gain (see glossary)), then:

(1) A confirmation interview is required to determine the cause of the anomaly and all scores associated with the confirmation retest are held from further processing pending results of that interview.

(2) He/she will be prohibited from further retesting until 6 months have elapsed from the date of the confirmation retest (regardless as to whether or not the applicant returns for the confirmation interview).

(3) Note that correcting the score of record to allow further processing of applicants refusing to return for the confirmation interview is prohibited until 6 months have elapsed from the date the applicant took the invalidated retest. This score of record will normally be the score of the initial ASVAB taken.

#### **2-4. Automated confirmation retest reporting procedures**

All sets of applicant test scores, (i.e., previous ASVAB, retest ASVAB and confirmation retest ASVAB), will be reflected as recorded on the USMEPCOM PCN 714ADP-A and reported through the MEPRS. See figure 2-1 for MEPRS confirmation testing coding summary and see appendix B for confirmation test sample scenarios.

a. Code the APT WRK and Test ID codes for confirmation retest scores in accordance with the procedures outlined below. See figure 2-2 for confirmation testing decision chart.

(1) If an applicant is screened out for confirmation retesting, APT WRK "B600" and status code "H" will be entered into the MEPRS.

(2) If the applicant meets criteria for a successful confirmation test, enter the confirmation retest scores into the MEPRS using the APT WRK "B500" and status code "P" to indicate that the scores are valid for enlistment.

(3) If the applicant exhibits a gain reversal, and meets criteria for failure of the confirmation retest, enter the confirmation retest scores into MEPRS using the APT WRK "B500" and status code "K" to indicate that the scores are invalid for enlistment and that a confirmation interview is required.

(4) Note that in the event of a confirmation test invalidation, (e.g., applicant caught cheating during test, becomes ill, etc.), coding of the APT WRK status codes will be conducted in compliance with USMEPCOM Reg 680-1, paragraph C-6b.

**2-5. Administration procedures for the confirmation interview**

The following procedures apply to all applicants who meet criteria for failure on a confirmation retest. The Chief, Testing Management Section (CTMS) will coordinate with the Service liaison to ensure that all applicants exhibiting gain reversals (i.e., demonstrating an AFQT decrease on the confirmation retest which is greater than half the value of the critical gain) are scheduled for confirmation interviews in accordance with the procedures listed below.

a. Applicants refusing to return for the confirmation interview must wait 6 months from the date of the confirmation retest, after which they may voluntarily retest or process on the confirmation retest scores.

b. Confirmation interviews will be conducted by the CTMS Noncommissioned Officer in Charge or MEPS commander. The typical interview should be structured with a uniform set of questions, presented in a neutral format, and predetermined to obtain an explanation for the applicant's critical gain on the retest followed by the decrease in AFQT on the confirmation retest.

c. The confirmation interview guidelines provided in figure 2-3 should be followed in order to provide an inquiry that is uniform in presentation.

**2-6. Manual and automated reporting procedures for confirmation interviews.** The procedures described below will be the means of notifying appropriate personnel of the results of a confirmation interview:

a. Processing may continue if the applicant's responses during the interview reveal reasonable explanation for the gain reversal obtained on the confirmation retest. Submit a "J" transaction and enter the confirmation retest scores into the record using "J900P" to indicate that the scores are valid for enlistment or "J900G" to show scores are valid but do not meet enlistment criteria.

b. Prohibit any further processing for a period of 6 months for those applicants who are scheduled for, but do not complete a confirmation interview. Their APT WRK and status code will remain as a "B500K" for 6 months following the date of their confirmation retest. At the end of the 6-month interval these applicants may process on the B500K scores, or an APT WRK of B6 may be directly entered for those applicants who return to retest.

c. Prohibit further processing for 6 months from the date of the confirmation retest if, during the course of the interview, physical, mental or environmental factors are insufficient explanation for the gain reversal obtained on the confirmation retest, and it becomes evident that the critical gain score resulted from ASVAB testing improprieties.

(1) Enter into the MEPRS APT WRK "J900" and status code "M". The confirmation scores have already been entered; this transaction only changes the status code to "M".

(2) Report the incident in accordance with directives listed in USMEPCOM Reg 611-1, chapter 2-16.

(3) Categories of testing impropriety may include but are not restricted to:

(a) Release of accountable test materials to any persons other than to those personnel authorized access. (See USMEPCOM 611-1.)

(b) Unauthorized use of testing aids (e.g., "crib sheets," calculators, etc.)

(c) Deviations from specific instructions contained in the Test Administration Manual (e.g., excess time allocation on speeded subtests.)

(d) Failure to comply with test administrator (TA) instructions (e.g., moving forward or backward to other parts of the test.)

(e) Recruiter or TA malpractice, e.g., providing tutorial services to applicants on ASVAB related test material and/or exposing applicants to ASVAB item content prior to taking the ASVAB ("coaching"), using a substitute to take the ASVAB for an applicant ("ringer"), compromise of controlled test materials, etc.

(f) Unauthorized processing of ASVAB answer sheets.

(g) Copying ASVAB answers from other applicants.



**CONFIRMATION TESTING CODING SUMMARY  
WORK LOAD REPORTING KEYS (WRK) AND STATUS CODES**

<b>CONFIRMATION TESTING PROGRAM</b>		
<b>TESTING TRANSACTION</b>	<b>RESULTS</b>	<b>CODES</b>
INITIAL PROD. TEST PRODUCTION RETEST INITIAL SCHOOL TEST SCHOOL RETEST	<b>VALID SCORES</b>	A100P/G B600P/G A200P/G B200P/G
PRODUCTION RETEST	CRITICAL GAIN = TO OR GREATER THAN 20 PTS	B600H
CONFIRMATION RETEST	GAIN REVERSAL: AFQT%ILE DROPS MORE THAN ONE HALF THE CRITICAL GAIN VALUE	B500K
CONFIRMATION RETEST	NO GAIN REVERSAL: AFQT%ILE DOES NOT DROP MORE THAN ONE HALF THE CRITICAL GAIN (AFQT%ILE 10 OR GREATER)	B500P
CONFIRMATION INTERVIEW	NON-FRAUDULENT EXPLANATION FOR GAIN REVERSAL (B500K AFQT%ILE 10 OR GREATER)	J900P
CONFIRMATION INTERVIEW	NON-FRAUDULENT EXPLANATION FOR GAIN REVERSAL (B500K AFQT%ILE LESS THAN 10)	J900G
CONFIRMATION INTERVIEW	FRAUDULENT TEST PRACTICE CONFIRMED	J900M

**NOTES:** IN THE EVENT AN APPLICANT DOES NOT RETURN FOR A CONFIRMATION TEST THE B600H WILL REMAIN FIXED UNTIL 6 MONTHS HAVE ELAPSED FROM THE B600H TEST DATE.

IN THE EVENT AN APPLICANT DOES NOT RETURN FOR A CONFIRMATION INTERVIEW THE B500K WILL REMAIN FIXED UNTIL 6 MONTHS HAVE ELAPSED FROM THE B500K TEST DATE.

**Figure 2-1. Confirmation Testing Coding Summary**

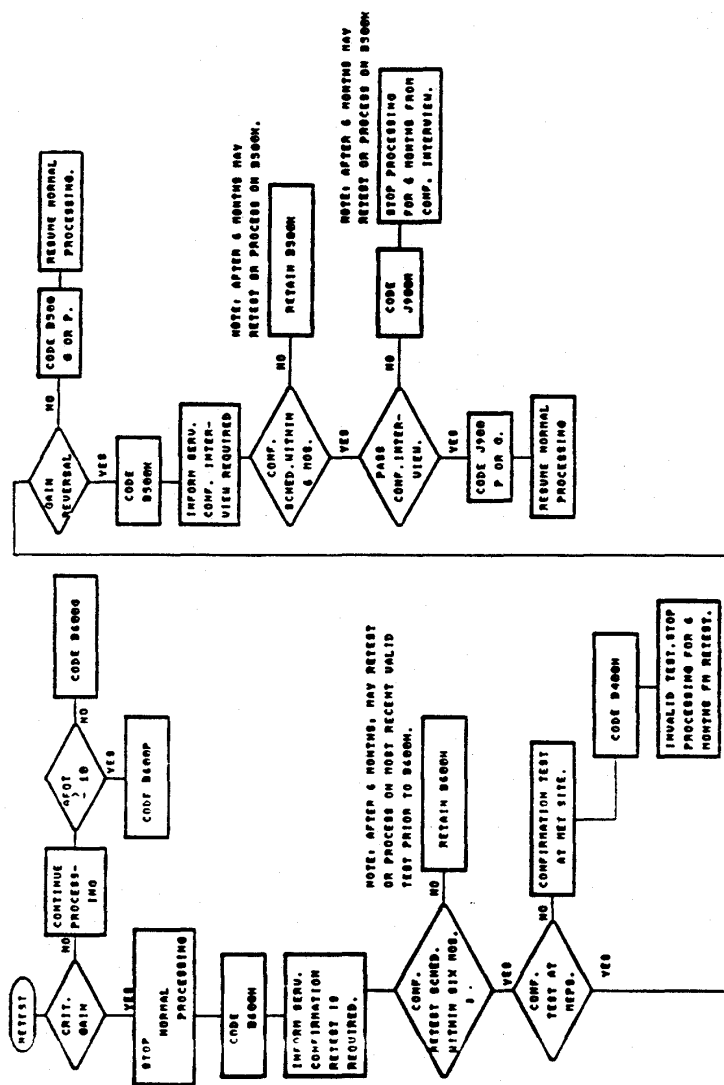


Figure 2-2. Confirmation Testing Decision Chart

CONTENT TO BE COVERED	SUGGESTED AREA OF QUESTIONING	SUFFICIENCY OF CAUSE LOOK FOR:
A. PHYSICAL AND MENTAL HEALTH	1. PHYSICAL CONDITION DURING TEST 2. SLEEP HABITS	CAUSE FOR SCORE DECREASE. QUESTION PHYSICAL AND/OR MENTAL HEALTH DURING 1ST TEST OR CONFIRMATION RETEST.
B. SITUATIONAL FACTORS	1. RECENT GEOGRAPHICAL RELOCATION 2. STRESSFUL DEMANDS FROM WORK EXPERIENCE 3. CHANGE IN EMPLOYMENT	REACTION TO RELOCATION. STRESS/ADAPTABILITY.
C. EMOTIONAL/ATTITUDINAL FACTORS	1. PERSONAL RELATIONS, OR RECENT CHANGE IN HOME LIFE 2. ATTITUDE TOWARD REQUIREMENT TO RETEST	EMOTIONAL FACTORS AFFECTING MOTIVATION. FACTORS AFFECTING TEST ANXIETY.
D. TEST PREPARATION	1. CHANGE IN STUDY HABITS 2. ENROLLMENT INTO AN ASVAB TEST PREPARATION COURSE, (E.G., BARRONS, ARCO, ETC.)	CHANGE IN PRE-TEST INSTRUCTIONAL PRACTICES WITH INTENT TO IMPROVE RETEST SCORES.
E. ITEM RESPONSE FLAWS	1. ANSWER SHEET MARKING ERRORS/OMISSIONS	ERRORS DUE TO COLUMN OR ROW SUBSTITUTION ON ANSWER SHEETS ASSOCIATED WITH FIRST TEST OR CONFIRMATION RETEST
F. INDICATIONS OF EXPOSURE TO ACCOUNTABLE TEST MATERIAL	1. QUESTION CONTACTS WITH CIVILIAN OR MILITARY TESTING PERSONNEL 2. ASK IF APPLICANT RECEIVED ASSISTANCE WITH TEST	RESPONSIVENESS AND REACTION TO LINE OF QUESTIONING.
G. INDICATIONS OF RINGER ACTIVITY	1. ASK FOR DESCRIPTION OF SESSION ENVIRONMENT, (E.G., NUMBER OF EXAMINEES, DATE/TIME TEST WAS ADMINISTERED APPEARANCE OF TA., ETC.)	REPORTED INCONSISTENCIES; (E.G., EXAMINEE REPORTS LARGE TEST SESSION WHEN ACTUAL SESSION SIZE WAS SMALL, ETC.)
H. VIOLATIONS OF STANDARD TEST ADMINISTRATION PRACTICES	1. QUESTION SUBTEST JUMPING, (I.E., MOVING FORWARD OR BACKWARD TO VARIOUS PARTS OF THE TEST.) 2. QUESTION CRIB SHEET USE 3. QUESTION COPYING OF ANSWERS FROM OTHER EXAMINEES DURING TEST SESSION	RESPONSIVENESS AND REACTION TO LINE OF QUESTIONING.

Figure 2-3. Guidelines for the Confirmation Interview

**Chapter 3****Difference Armed Forces Qualification Test (DAFQT) Program****3-1. Explanation and purpose of DAFQT scores on the Automated Test Scoring Results Roster**

The following concepts are provided to define DAFQT scores and explain their purpose.

a. Pseudo AFQT scores are computed for all applicants who are administered a production version of the ASVAB. The Pseudo AFQT is the applicant's expected AFQT given his/her performance on the non-AFQT subtests. The DAFQT is then defined as a difference between an applicant's obtained AFQT and his/her predicted or expected AFQT. Each applicant's DAFQT score is adjusted for ethnicity, gender, and education level.

b. The DAFQT scores are automatically computed by the Automated Test Scoring (ATS) system of the Military Entrance Processing Station (MEPS) System 80 computer. The DAFQT score is printed out on the USMEPCOM PCN ATS ZHM088, (ATS Results Roster).

c. The DAFQT scores are electronically compiled at HQ USMEPCOM for statistical data screening purposes where results are regularly averaged and monitored for detection of possible coaching activity.

d. The DAFQT scores are no longer used routinely to invalidate ASVAB scores nor as an index to screen applicants for further retesting. High DAFQT scores will not be used to trigger special processing procedures unless directed by the Commander, USMEPCOM or requested by the appropriate recruiting service commander.

## **Chapter 4**

### **Administration Procedures for Photographic Identification/Thumbprinting**

#### **4-1. Photo ID/thumbprinting procedures**

The following procedures will be the means of verifying the identity of ASVAB examinees, and notifying appropriate personnel of any resulting identification discrepancies.

a. The test administrator (TA) will check the USMEPCOM Form 714-A to ensure that all required information has been completed. No applicant will be allowed to test unless USMEPCOM Form 714-A has been verified as complete by the TA.

b. If USMEPCOM Form 714-A is completed correctly, the examinee will be requested by the TA to present a valid photographic identification (photo ID). Acceptable IDs include drivers license, student ID card, military dependent ID card, work ID, passport, etc. The TA will annotate whether a photo ID was presented, the type/organization of the photo ID, photo ID number, and have the processee sign in the "Applicant Certification in Presence of Test Administrator" block on the reverse of the USMEPCOM Form 714-A.

c. Resume normal processing for production testing if the examinee presents a valid photo ID, and the TA can verify the examinee's identity from the photo.

d. If the examinee cannot present a valid photo ID, or if the applicant's physical appearance, in the opinion of the TA, does not match the photo, the TA will advise the examinee that a right thumbprint will be required on the back of USMEPCOM Form 714-A prior to testing.

(1) Check to ensure that the examinee's right thumb is not wet, soiled, or greasy.

(2) Firmly press the pad of the examinee's right thumb onto the rubber inked surface of the fingerprint pad. Check the thumb to ensure that it is evenly coated with ink before proceeding.

(3) Firmly press the inked area of the examinee's right thumb onto the 'FIRST ATTEMPT' block on the back of USMEPCOM Form 714-A.

(4) In the event that the first attempt is smudged, light or otherwise inadequate, print "void" over the top of the thumbprint. TAs will initial all void thumbprints on USMEPCOM Form 714-A inside the block with the defective thumbprint. The TA will then place a second examinee thumbprint in the 'SECOND ATTEMPT' block of USMEPCOM Form 714-A. In the event that the second thumbprint is defective, repeat the voiding procedures above and enter the examinee's third thumbprint inside the 'THIRD ATTEMPT' block of the USMEPCOM Form 714-A.

(5) Provide the examinee a hand-cleaning towelette and instruct the examinee to thoroughly clean and dry his or her hands. Ensure that all ink has been removed from the examinee's hands before he or she handles test materials.

(6) Handle USMEPCOM Form 714-A with care to ensure the thumbprint is not smudged before it dries.

#### **4-2. Failure to comply with thumbprinting procedures**

Applicants who require, but fail to comply with thumbprinting requirements, will be instructed to leave the test session and will not be permitted to test until they comply with thumbprinting requirements or return with a valid picture ID. Print "REFUSED THUMBPRINT" on the back of USMEPCOM Form 714-A in the top thumbprint block, and in the remarks block of USMEPCOM Form 611-1-7 (Aptitude Testing Processing List). Forward USMEPCOM Form 714-A with the other test materials to the MEPS for filing in the Testing Management Section. Note that no MEPRS entry will be required for these applicants.

a. If the applicant who refuses thumbprinting becomes disruptive and insists on testing, follow procedures for disruptive applicants in USMEPCOM Reg 611-1. The tests of disruptive applicants will be subsequently invalidated. If the invalidated test is an initial test the applicant will not be permitted to retest for 1 month from the date of the invalidated test. If the invalidated test is a retest, the applicant will be prohibited from further retesting for 6 months from the date of the invalidated test.

b. If the applicant has accomplished prior processing, enter a APT WRK of "B400" along with the previous aptitude status. If the applicant has no prior record enter a APT WRK of "A400" and status code of "G".

c. When MET site test packages arrive at the MEPS, testing personnel will review the USMEPCOM Form 714-A for examinees who refused thumbprinting. For all applicants refusing to be thumbprinted the applicant's file packet and USMEPCOM PCN 714ADP-A will be flagged with:

"DISRUPTIVE APPLICANT - REFUSED THUMBPRINT"  
"ALL PROCESSING SUSPENDED"

#### **4-3. Equipment failure/administrative oversight**

If, through equipment failure or oversight of the TA, an applicant without a photo ID cannot be thumbprinted (e.g., fingerprint pad has dried up, fingerprint pad was not brought to test session, etc.) test the applicant if otherwise eligible and print "NO THUMBPRINT-ADMINISTRATIVE OVERSIGHT" on the back of USMEPCOM Form 714-A in the top thumbprint block, and in the remarks block of USMEPCOM Form 611-1-7. Proceed with normal processing.

#### **4-4. Thumbprinting equipment**

Each MEPS is responsible for providing portable inked fingerprint pads and premoistened hand-cleaning towelettes to its Office of Personnel Management and military TAs. The following materials (or equivalent) are available through the Federal Supply System:

9 August 1990

USMEPCOM Reg 611-3

<u>Material</u>	<u>Nomenclature</u>	<u>Qty to TA</u>
Case and Ink pad	PAD Fingerprint NSN 7520-00-117-5627 MFGR SIRCHIE FINGER PRINT LABORATORIES MFGRS CATALOG NO FPT 267	1
Refill ink pad	PAD Fingerprint Refill NSN NOT AVAILABLE  (TO REFILL A MFGR SIRCHIE FINGER PRINT LABORATORIES SERVICEABLE MFGRS CATALOG NO FPT 268A CASE)	1
Hand-cleaning towelettes	PREMOISTENED PAD, HAND CLEANING, INK & GREASE NSN 8520-00-782-3554	200

(MEPCT-P)

FOR THE COMMANDER:

OFFICIAL:

WILLIAM E. KAIL  
Colonel, GS  
Chief of Staff

/signed/

H.E. WILCOX, JR.  
Colonel, GS  
Director, Personnel  
and Administration

DISTRIBUTION: A&D plus  
HQDA (DAPE-MPA)  
CNO, ATTN: 135L  
Cdr, USAREC, ATTN: USARCRO-RS  
Cdr, Navy Rctg Comd, ATTN: 55  
Cdr, USAF Rctg Svc, ATTN: RSXM  
Comdt, U.S. Marine Corps  
Comdt, U.S. Coast Guard  
5 MEPCT-P

**Appendix A**  
**References**

**Section I**  
**Required publications**

**AR 601-270, AFR 33-7, OPNAVINST 1104.4, NCO P1100.75**  
Military Entrance Processing Station. Cited in paragraph 1-5.

**USMEPCOM Reg 611-1**  
Personnel Selection and Classification, Enlistment Qualification Tests. Cited in paragraphs 2-6c(2), 4-2a, and the glossary.

**USMEPCOM Reg 680-1**  
Military Entrance Processing Reporting System. Cited in paragraphs 1-5 and 2-4a(4).

**Section II**  
**Required forms**

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms. Cited in paragraph 1-6.

**USMEPCOM Form 611-1-7**  
Aptitude Testing Processing List. Cited in paragraphs 4-2 and 4-3.

**USMEPCOM Form 714-A**  
Request for Examination. Cited in paragraphs 2-2b(1), 2-2c(1), 4-1a, 4-1b, 4-1d, 4-1d(3), 4-1d(4), 4-1d(6), 4-2, 4-2c, 4-3, and the glossary.



9 August 1990

USMEPCOM Reg 611-3

**APPENDIX B**  
**CONFIRMATION TEST SAMPLE SCENARIOS**

DATE	TEST VERSION	AFQT%ILE SCORE	MEPRS CODE	ACTION/REMARKS
-----				
-----				
<b>APPLICANT SAMPLE 1:</b>				
13JUN89	16A	AFQT 20	Al00P----	Initial production test
15JUL89	17A	AFQT 40	B600H----	Critical Gain Score - 40-20 = 20; Because gain is greater than or equal to +20, the applicant is scheduled for a Confirmation Test on an ASVAB version other than 16A or 17A. If the applicant refuses to return for the Confirmation test he/she may return on or after 15 JAN 90 and retest or process with the Al00P scores (i.e., 16A AFQT 20 score.)
20JUL89	15A	AFQT 29	B500K-----	Gain Reversal - drop in AFQT%ILE of 11 points which is more than half the value of the critical gain. Applicant is thereby scheduled for a Confirmation Interview. If the applicant refuses to return for the interview he/she may return on or after 20 JAN 90 and retest or process with the B500K scores, (i.e., the 15A, AFQT 29 score.) Note that the Al00P scores may not be used because they are no longer the most recent valid test scores.
*****POSSIBLE INTERVIEW RESULTS*****				
20JUL89	CONF INT	FAILS	J900M-----	Fraudulent test practice confirmed; Applicant must wait until on or after 20 JAN 90 to retest or process on the 8500K scores (i.e., the 15A AFQT 29 score). Note that the Al00P scores may not be used because they are no longer the most recent valid test scores.

9 August 1990

DATE	TEST VERSION	AFQT%ILE SCORE	MEPRS CODE	ACTION/REMARKS
20JUL89	CONF INT	PASSES	J900P----	Non-fraudulent explanation for the Gain Reversal. Applicant may process immediately on the B500K scores, (these are the most recent valid scores), or he/she may retest on or after 20 JAN 90. Note that the A100P scores may not be used because they are no longer the most recent valid test scores.
DOES NOT RETURN FOR CONFIRMATION INTERVIEW				Applicant may retest or process on the B500K scores on or after 20 JAN 90.

**APPLICANT SAMPLE 2:**

01JAN89	16A	AFQT 20	B600P-----	Production retest
15JUN89	17A	AFQT 40	B600H-----	MEPS Authorized retest within 6 months of 01 JAN 89 B600P. Critical Gain - 40 - 20 = 20; Because gain is greater than or equal to +20, the applicant is scheduled for a Confirmation Test on an ASVAB version other than 16A or 17A. If the applicant refuses to return for the Confirmation Test he/she may return on or after 15 DEC 89 and retest or process on the B600P scores (i.e., the 16a AFQT 20 score).
20JUL89	15A	AFQT 30	B500P-----	No Gain Reversal - drop in AFQT%ILE of 10 points which is equal (not greater) to half the value of the critical gain. A Confirmation Interview is NOT required. Applicant may process immediately on the B500P scores or, may return on or after 20 JAN 90 to retest.

9 August 1990

USMEPCOM Reg 611-3

DATE	TEST VERSION	AFQT%ILE SCORE	MEPRS CODE	ACTION/REMARKS
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<b>APPLICANT SAMPLE 3:</b>				
01JAN89	14B	AFQT 25	A200P-----	Initial school test
01JUN89	17A	AFQT 60	B600H----	Critical Gain - $60 - 25 = 35$ Because gain is greater than or equal to +20, the applicant is scheduled for a Confirmation Test on a production ASVAB version other than 17A. If the applicant refuses to return for the Confirmation test he/she may return on or after 01 DEC 89 and retest or process on the A200P scores (i.e., the 14A AFQT 25 score.)
5AUG89	15A	AFQT 9	B500K-----	Gain Reversal - drop in AFQT%ILE of 51 points which is more than half the value of the critical gain. Applicant is thereby scheduled for a Confirmation Interview.

\*\*\*\*\*POSSIBLE INTERVIEW RESULTS\*\*\*\*\*

20AUG89	CONF INT	FAILS	J900M-----	Fraudulent test practice confirmed; Applicant must wait until on or after 5 FEB 90 to retest. Because the AFQT%ile associated with the most recent valid test (i.e., the B500K) is below 10, this applicant is not eligible to enlist off these scores on or after 5 FEB 90. He/she must wait until on or after 5 FEB 90 to retest. (Note that A200P scores may not be used because they are no longer the most recent valid test scores.)
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9 August 1990

DATE	TEST VERSION	AFQT%ILE SCORE	MEPRS CODE	ACTION/REMARKS
20AUG89	CONF INT	PASSES	J9000-----	Non-fraudulent explanation for the Gain Reversal. Because the AFQT%ile associated with the most recent valid test (i.e., the B500K) is below 10, the applicant is not eligible to immediately enlist off these scores and must wait until on or after 5 FEB 90 to retest. (Note that the A200P scores may never be used because they are not associated with the most recent valid test.)

DOES NOT RETURN FOR CONFIRMATION INTERVIEW---Applicant may retest on  
or after 5 FEB 90.

9 August 1990

USMEPCOM Reg 611-3

## **Glossary**

### **Section I Abbreviations**

#### **AFQT**

Armed Forces Qualification Test

#### **APT WRK**

Aptitude Work Load Reporting Key

#### **AR**

Army Regulation

#### **ASVAB**

Armed Services Vocational Aptitude Battery

#### **ATS**

Automated Test Scoring

#### **CTMS**

Chief of Testing Management Section

#### **DA**

Department of the Army

#### **DAFQT**

Difference Armed Forces Qualification Test

#### **DOD**

Department of Defense

#### **HQ USMEPCOM**

Headquarters, United States Military Entrance Processing Command

#### **ID**

Identification

#### **MEPRS**

Military Entrance Processing Reporting System

#### **MEPS**

Military Entrance Processing Station

#### **MET**

Mobile Examining Team

#### **OPM**

Office of Personnel Management

**TA**

Test Administrator

**USMEPCOM**

United States Military Entrance Processing Command

**SECTION II**

**Terms**

**AFQT**

A composite percentile score derived from 3 ASVAB subtest standard scores and used to determine the aptitudinal qualification of an applicant.

**Confirmation interview**

An applicant interview conducted by the MEPS commander or his/her representative for those applicants exhibiting gain reversals on the confirmation retest.

**Confirmation retest**

A mandatory ASVAB retest administered on an alternate form of the ASVAB to those applicants with critical gain scores.

**Critical gain scores**

A gain score of +20 or higher on an ASVAB retest within 6 months of the previous ASVAB test, and which is an indication that a "ringer" may have been used on behalf of an applicant.

**DAFQT adjustment**

Quantity which accounts for variation due to interaction of ethnicity, gender and educational levels on DAFQT scores.

**DAFQT program**

An automated difference score between an applicant's obtained and predicted AFQT scores.

**Gain reversal**

Decrease on a confirmation retest AFQT percentile score greater than half the value of the applicant's critical gain.

**Gain score**

A retest AFQT percentile score minus the previous AFQT percentile score.

**MET site test package**

Applicant test material forwarded from the MET sites to the MEPS following a production examination

**Non-AFQT subtests**

Any one of the ASVAB subtests not used in the computation of the AFQT composite.

**Photographic Identification and Thumbprinting Program**

A program whereby a photo ID is required of each applicant reporting to take the production ASVAB, including all initial tests, and voluntary and mandatory retests.

**Pseudo AFQT**

A predicted or expected AFQT percentile score derived from an applicants non-AFQT standard scores used in calculation of the DAFQT.

**Screening**

The process of identifying ASVAB examinees whose retest AFQT scores produce values that meet or exceed cutoff score limits.